

Form 13

Revised (01/2006)

## EMPLOYEE PERFORMANCE APPRAISAL

STATE OF ALABAMA

Personnel Department

Employee Name: WINIFRED A BLACKLEDGESocial Security Number: XXX-XX-0861Agency: 061/MENTAL HEALTH & RETARDATIONDivision: 313E/CENTRAL OFF MR COMM PROClassification: M H SOCIAL WORKER IIClass Code: W2000 Position #: 08823006Period Covered From: 01/01/2006 To: 01/01/2007Annual Raise Effective: MARCH 2007

**APPRAISAL SIGNATURES:** Signatures are to be provided after the form has been completed. Signatures denote supervisor and employee discussion and receipt of form. Employee signature does not denote agreement. All signatures are mandatory.

## Rating Supervisor

SSN XXX-XX-6988Kendra Butler  
Rater SignatureKendra Butler  
Rater Printed Name1/4/07  
DateKB  
Initial if comments attached

## Employee

Winifred A. Blackledge  
Employee Signature1/16/07  
DateWAB  
Initial if comments attached

## Reviewing Supervisor

SSN XXX-XX-6313Jerry R. London  
Reviewer SignatureJerry R. London  
Reviewer Printed Name1/16/07  
Date

Initial if comments attached

**PERFORMANCE APPRAISAL SCORE:** Locate the Responsibility Score on the back of this form and write it in the appropriate space. Locate the Disciplinary Score, also on the back of this form, and write it in the appropriate space. The Disciplinary Score is subtracted from the Responsibility Score to derive the Performance Appraisal Score. Mandatory documentation is to be maintained in the agency's personnel files if a "Does Not Meet" or "Consistently Exceeds" rating is given.

25.7 - 0 = 25.7  
Responsibility Score Disciplinary Score Performance Appraisal Score

This employee's work:

☐  
Does Not Meet  
Standards  
(6.6 or below)

☐  
Partially Meets  
Standards  
(6.7 - 16.6)

☒  
Meets  
Standards  
(16.7 - 26.6)

☐  
Exceeds  
Standards  
(26.7 - 36.6)

☐  
Consistently  
Exceeds Standards  
(36.7 - 40)

**WORK HABITS:** Check the appropriate space for each Work Habit area. Work Habits pertain to conduct occurring in this Appraisal period. Provide an explanation below for marking any work habit as "Unsatisfactory." Attach additional sheets if necessary. No disciplinary action has to be taken to mark a Work Habit "Unsatisfactory."

Unsatisfactory

Satisfactory

Attendance

Punctuality

Cooperation with Coworkers

Compliance with Rules

PLAINTIFF'S  
EXHIBIT

53

**RESPONSIBILITIES:** List an abbreviated version of the employee's responsibilities below as documented on and discussed during the Preappraisal. Record the appropriate rating in the box for each responsibility. Rating(s) of appropriate responsibilities should reflect any disciplinary action(s) that has been taken during this appraisal period.

<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Does Not Meet Standards	Partially Meets Standards	Meets Standards	Exceeds Standards	Consistently Exceeds Standards

Responsibility	Rating
Coordinates community services staff monitoring of residential facilities. Maintains monitoring data base.	3
1. Monitoring of contracted residential facilities in order to address quality of life issues.	3
2. Provides financial assistance, consultations to day residential providers in order to address quality of life issues & standards compliance.	2
3. Development of resources, funding community placements, overseeing with the placement process for individuals in order to promote living in the least restrictive settings; interpersonal diversity.	2
4. Serves as liaison between the Regional Community Services Office and the 310 Case managers and provides technical assistance with standards compliance.	2
5. Review Medicaid Redetermination forms and completes Medicaid Waiver forms as needed.	3
6. Serves as Case manager of a select group of individuals in order to facilitate community living.	3
7. Composes clinical documents, reports and correspondence on individuals, programs, issues for use in client services and program enhancement.	3
8. _____	<input type="text"/>
_____	<input type="text"/>
10. _____	<input type="text"/>

### RESPONSIBILITY SCORE:

18	÷	7	=	2.57	2.6 KB	14/07	x	10	=	25.7
Total of Responsibilities/Results Ratings		Number of Responsibilities		Average Responsibility Rating						Responsibility Score

**DISCIPLINARY ACTIONS:** Any disciplinary action taken with the employee during this appraisal period is to be documented below. Provide the number of disciplinary actions and steps taken with the employee during the appraisal year. If no disciplinary action has been taken, a "0" should be marked in each block provided. Attach a copy of the warning(s), reprimand(s), suspension(s) or demotion to the Appraisal.

<b>Warning</b>	<b>Reprimand</b>	<b>Suspension</b>	<b>Demotion</b>
<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

**DISCIPLINARY SCORE:** This section should include the use of the discipline steps of reprimand, suspension, and demotion only. The Disciplinary Score does not include scores for counseling and warnings. To calculate the Disciplinary Score, identify the most severe step of discipline taken with the employee during this appraisal period. If the most severe step was one or more reprimands, the Disciplinary Score will be 7. If the most severe step was one or more suspensions, the Disciplinary Score will be 17. If the most severe step taken with the employee in the appraisal year was one or more demotions, the Disciplinary Score will be 24. Otherwise, the Disciplinary Score will be 0.

**DISCIPLINARY SCORE:** 0

**Form 13P** **EMPLOYEE PERFORMANCE PREAPPRAISAL**  
**Revised (01/2006)** **STATE OF ALABAMA**  
**Personnel Department**

Employee Name: WINIFRED A BLACKLEDGESocial Security Number: XXX-XX-0861Agency: 061/MENTAL HEALTH & RETARDATIONDivision: 313E/CENTRAL OFF MR COMM PROClassification: M H SOCIAL WORKER IIClass Code: W2000Period Covered From: 01/01/2007 To: 01/01/2008Position Number: 08823006

**RESPONSIBILITIES/RESULTS:** Responsibilities and results on which an employee will be rated should be listed below. These factors should be discussed with the employee during the Preappraisal session at the beginning of each appraisal year. Please refer to the Performance Appraisal Manual for instruction on specifics of preparing, conducting, and completing the Preappraisal. Refer to the same manual for information concerning how to develop responsibilities and results.

1. Coordinates community services staff monitoring of residential facilities, maintains monitoring database, provide monitoring reports of contracted residential facilities and individuals in the service delivery system in order to address quality of life issues. *Does monitoring of community based homes.* KB 11/12/07  
WB 11/12/07
2. Provides technical assistance and consultations to day and residential providers in the region in order to address quality of life issues and standards compliance. Provides written feedback to providers. KB 11/12/07  
WB 11/12/07
3. ~~Assists families in the~~ development of resources, finding community placements, working with the placement process for individuals in order to promote living in the least restrictive settings and institutional diversion.
4. Serves as liaison between the Regional Community Services office and the 310 case managers and provides technical assistance with standards compliance.
5. Serves as case manager for select group of individuals in order to facilitate community living. Reviews Plan of Care and quarterly narratives. KB 11/12/07 types WB 11/12/07
6. Composes clinical documents, reports and correspondence on individuals, programs, issues for use in client services and program enhancement.

**WORK HABITS:** Provide a check in the appropriate space to document that the policies and procedures concerning the following areas have been discussed with the employee. For instructions, refer to the Performance Appraisal Manual and policies of the agency.

CHECK WHEN DISCUSSED:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Attendance  
 Punctuality  
 Cooperation with Coworkers  
 Compliance with Rules

**PREAPPRAISAL SIGNATURES:** Signatures are mandatory.

Date the Preappraisal Session was held with the employee: 1/4/07 1st mtg 1/12/07 2nd mtg

Employee Signature: (denotes discussion and receipt of form, not agreement) *Wendell G. R. Kleger*

Rater Signature: (denotes discussion and employee receipt of form) *Kandra Butler*

Reviewer Signature: *Gerard J. Lindahl*

### EMPLOYEE PERFORMANCE MIDAPPRAISAL

Describe any employee's strength(s) in performing responsibilities and/or conducting work habits, as observed, during the first half of the appraisal period.

Describe any area(s) that the employee needs to improve in performance of responsibilities and/or work habits, as observed, during the first half of the appraisal period. Document any actions taken or the corrective action plan that was developed to improve the areas of weakness. If a plan has not been developed, it is appropriate for the rater to consider developing a plan at this time.

State the areas where the employee has performed in a fully competent manner during the first half of the appraisal period. Documentation in this area means that the employee performed to the expected level of performance as discussed in the Preappraisal session. If there is no documentation in the first two areas, this section should be completed.

A Midappraisal session has been held on this date and performance has been discussed: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Initial if comments attached: \_\_\_\_\_

Rater Signature: \_\_\_\_\_ Initial if comments attached: \_\_\_\_\_

Reviewer Signature: \_\_\_\_\_ Initial if comments attached: \_\_\_\_\_

(Signatures denote that a Midappraisal session has been held between the supervisor and employee. Signatures are mandatory. Employee signature does not denote agreement but discussion of the form and rater comments. Comments may be attached. The person attaching comments must initial in the appropriate space.)